



Northern Ireland Rat Motorcycle Club

Constitution

Constituted 16th February 2012

Affiliated to British Motorcyclists Federation 5th March 2012 – No. NIR0312

Amended 25th October 2012

Amended 31st October 2013

Amended 30th October 2014

Amended 2nd November 2017

Amended 5 November 2018

Amended 30 January 2019

1 Name

The name of club shall be the Northern Ireland RaT Motorcycle Club, herein after referred to as the “The RaT Club” or “the Club”.

2 Address

The registered address of The RaT Club shall be that of the current or acting Membership Secretary or Assistant Membership Secretary.

3 Objectives

The objectives of The Rat Club are:

- To constitute and maintain a motorcycle club formed from the disbanded Phillip McCallen Ltd. Riders' Association of Triumph club that is independent of Phillip McCallen Motorcycles Ltd. and Triumph Motorcycles Ltd.
- To be affiliated to the British Motorcyclists Federation (BMF).
- To foster a friendly relationship with Phillip McCallen Motorcycles Ltd. and its customers as the basis for encouraging new members.
- To promote motorcycling and encourage social interaction between the Members in a safe and non-threatening environment.
- To provide a programme of ride outs and events that is varied and interesting to fulfil the requirements of the Membership.
- To maintain an agreement and guidelines for ride outs and events that exhibits a duty of care to Members and guests attending Club events.

4 Rules

These Rules, the Rules for Non-Coach-Led Ride-Out Events and Guidance for Riders (refer to the Chairperson or Events Secretary for details) and any part thereof may be amended or deleted from time to time in consultation with and as agreed by the Committee of The RaT Club and informed to Members at subsequent Club meetings. Members should approach the Chairperson if he/she wishes to raise a matter concerning The RaT Club, Constitution and/or Rules. The Chairperson will raise the issue with the Committee for discussion and report at the subsequent club meeting. Any proposed changes to the Constitution must be agreed by the Committee and endorsed by Members at a club meeting by a majority decision. Where there is no majority decision the Chairperson will have the final casting vote.

A copy of The RaT Club Rules and Guidance for Riders will be included in Membership packs and are available on request.

5 Membership

The Membership shall consist of Ordinary Members and Honorary Members. Membership shall not exceed 200 Members. Ordinary Members have voting rights on Constitutional and Financial matters and are permitted to organise or lead ride out events. The Membership Secretary records all Members as being protected by Public Liability Insurance via the BMF and the indemnity of all Members is that of The RaT Club.

For Ordinary Members it is a condition of participating in a ride out event to have applied to join The RaT Club and paid any fees due. In addition all Ordinary Members must complete and sign an annual Ride-Out Agreement form. By completing and signing the Agreement all Ordinary Members are agreeing to accept and abide by this Constitution.

6 Responsibility of all Membership

All Members, and their guests attending Club events, have a responsibility to conduct themselves in a manner which upholds the good reputation of The RaT Club and promotes the goodwill of The RaT Club, and motorcycling in general, at all times.

The RaT Club is committed to ensuring that any personal data, which it processes on behalf of Members, is carried out in compliance with data protection law. All Members must be mindful of the need to protect the personal data of other Members. (See **Appendices 1 and 2**)

It is the responsibility of individual members to ensure that the personal information held by the RaT Club is accurate and up to date. It is the responsibility of Members to ensure that they have the permission of their Emergency Contact to share this data with the RaT Club and that they have informed the Emergency Contact of its purpose.

All riders attending Club ride outs must ensure their motorcycles are taxed, insured and in a roadworthy condition, having a current Vehicle Test Certificate where required.

All riders must have a valid motorcycle licence to ride in the United Kingdom, or any other country to be visited on that ride.

Any Member may be deemed to have left The RaT Club for any of the following reasons:

1. They have informed the Chairperson or other Committee Member they have left The RaT Club;
2. They fail to renew their membership;
3. They have brought, or through their behaviour are likely to bring The RaT Club into disrepute, verbally or via social networks;
4. They use foul language or exhibit anti-social, insulting verbal and/or physically aggressive behaviour, or sexual harassment towards Members or the public when attending The RaT Club events;
5. They have endangered the life or property of another Member, guest or other road user whilst on a RaT Club event;
6. In cases of 3, 4 and 5 above, the Member, or Members, shall be expelled from The RaT Club following agreement by the Club Committee and be informed by the Chairman. The Chairman shall inform the Membership at a subsequent meeting.

Where any Member has been reported to a member of the Committee for any of the above behaviours short of physical aggression the Committee *may* decide by consensus that a warning is appropriate and that expulsion will occur if further unacceptable behaviour is subsequently

reported. The Chairman shall inform the Membership at the next Club meeting. Personal details of the Member(s) involved shall not be made generally available.

In cases where a Member has been expelled for reasons other than physical aggression, reapplication for membership shall be considered on a case by case basis by the Committee.

7 Annual Subscriptions

The RaT Club membership year runs from the 1st November to the 31st October each year. **Annual membership subscriptions are due after the AGM to be held by the last Thursday in October each year. Any Ordinary Member who fails to renew their subscription will be deemed to have let their membership lapse.** Re-joining as a Member is subject to the quota agreed at paragraph 5 above for BMF affiliation and paying the agreed annual subscription.

Any Member giving notice to leave before the end of the subscription year will not be refunded any portion of their membership fees.

Changes to annual membership subscriptions will be agreed by majority vote of the Members present at the Annual General Meeting of The RaT Club.

8 Honorary Membership

Elected Honorary Members of The RaT Club may attend Club events with a guest and without making application or payment of the membership fee. By accepting Honorary Membership all Honorary Members accept to abide by this Constitution. At the date of Constitution the Honorary Members are:

Mr Phillip McCallen

Mr Samuel McClurg

Mr Alastair Seeley

Any Member may propose that another Member is appointed to Honorary Membership in recognition of meritorious service to The RaT Club or to motorcycling. This will be then be discussed and voted upon during a Committee meeting and agreed by a majority vote at the AGM.

9 Affiliations

The RaT Club shall be affiliated to the BMF. When planning a club event organisers should refer to and be familiar with the BMF guidelines which will be held by the Events Secretary.

10 Club Officers

- Will consist of the Chairperson, Secretary, Membership Secretary, Treasurer and Events Secretary; as recorded with the BMF.
- Club Officers must be current Members.
- The Chairperson shall be supported by a nominated Committee Member.
- The Events Secretary shall be supported by two Assistant Events Secretaries.
- The RaT Club Committee may appoint other Members to hold additional posts and form temporary or permanent Sub-Committees.

11 Appointments and Function of Club Officers

All Club Officers will be expected to serve for a minimum period of two consecutive years.

Chairperson

The Chairperson is responsible for adherence to and maintenance of the Constitution and Rules of The RaT Club. The Chairperson is also responsible for agreeing dates of Club meetings, Committee meetings, setting the Club and Committee Meeting Agendas and calling the Annual General Meeting.

A Committee Member nominated by the Chairperson is responsible for representing the Chairperson in his/her absence, or at his/her request.

Secretary

The Secretary will record minutes for the annual AGM and will be the first point of contact for Membership in relation to data protection subject access requests.

Membership Secretary

The Membership Secretary will conduct the running of The RaT Club memberships and maintaining a list of all Members. The Secretary is also responsible for maintaining affiliation to the British Motorcyclists Federation and its Public Liability Insurance cover by the 30th November each year. The Secretary is further responsible for maintaining The RaT Club contacts email database for use by the Events Secretary and for issuing Membership letters, forms and associated Guidelines and Constitution.

Treasurer

The Treasurer is responsible for the collection of all membership subscriptions and other monies and for operating The RaT Club funds through a Northern Ireland Rat Motorcycle Club bank

account. The Treasurer is also responsible for reporting the Club finances at Club meetings and for presenting the annual statement of accounts at the Annual General Meeting.

Events Secretary

The Events Secretary is responsible for drafting and agreeing the annual listing of events and ride outs and for running the events according to the Club Rules. This includes issuing details to Members via e-mail, social media, web site and other means as deemed necessary.

Assistant Events Secretaries

Assistants Events Secretaries will support the Events Secretary in his/her role.

Website Systems Manager

The Website Systems Manager advises The RaT Club on the provision of a secure and cost effective website and related blog site and advises on evolving the site to meet the longer term needs of the Club.

Members

(1) Committee Members

Decisions regarding Club activities and Club finance will be carried out through Club Committee meetings. The Committee will interact outside of The RaT Club meetings to discuss the running of the Club and make changes as necessary to maintain the aims and future development of The RaT Club.

All Club activities and expenditure must be agreed at Committee meetings before that activity/event progresses further. Committee Members have a responsibility to attend Committee and Club meetings and to make decisions in the best interest of the Club. A quorum representation of at least 5 persons is required before a decision can be agreed democratically by majority consensus. The matter may be adjourned until the quorum can be achieved. Where a majority is not achieved the Chairperson will have casting vote. The Membership will be informed of the decisions made by the Committee.

Sub-Committee(s) formed from the Membership shall action and report on particular tasks.

The Committee shall be formed from the current Officers of the Club and Members and shall consist of no more than 11 persons:

1. Chairman
2. Membership Secretary
3. Assistant Membership Secretary
4. Treasurer
5. Events Secretary
6. Assistant Events Secretary
7. Assistant Events Secretary
8. Website Systems Manager
9. Website Moderator
10. Member
11. Member

(2) All Members

The Committee's decisions will be presented at Club meetings. In instances where the decision involves Financial or Constitutional matters Members will be given the opportunity to vote at the Club meeting. A majority vote is sought but where there is no majority the Chairperson will have a casting vote.

All Members are encouraged to give their opinions and make suggestions for the future development of The RaT Club. Members' opinions shall be respected.

12 Donations to Charities

The Committee shall discuss and agree on all matters relating to charity and charitable donations. Agreement of the Membership shall be sought at the next Club meeting before payment is made.

13 Events requiring Ferry Travel

The RaT Club will be responsible for the cost of ferry travel and standard accommodation rates for the Event organiser and their associated bike and rider/pillion.

Appendix 1 – Data Protection Policy

Introduction

The Northern Ireland RaT Motorcycle Club [the RaT Club] provides a programme of ride outs and events for its members. It is affiliated to the British Motorcyclists Federation (BMF).

In order to deliver these services, the RaT Club processes personal information on behalf of its members. This Policy sets out the RaT Club's approach to the protection of personal data.

RaT Club members provide certain personal data, and where appropriate, sensitive personal data when applying for membership and/or attendance at RaT Club events. The information provided is used in the administration and governance of the RaT Club, including the creation of a membership contacts list. This data is used for:

- processing applications for membership
- maintaining a current membership list
- processing applications for events
- organising events and travel*
- maintaining necessary historical records
- the health and safety of members**

The data may be shared with a third party providing a service in connection with RaT Club events, for example hotels, transport operators or clothing providers. Ordinarily, it will **not be disclosed to any other third party without firstly obtaining your explicit consent. Personal data is not shared for marketing or commercial purposes.*

****Emergency Contact information** –Individual members **must** ensure that they have the permission of the emergency contact to share this data with the RaT Club and that they have informed the Contact of its purpose.

Scope

This policy sets out the RaT Club's commitment to ensuring that any personal data, which it processes, is carried out in compliance with data protection law.

'Data Protection Law' includes the General Data Protection Regulation 2016/679; the UK Data Protection Act 2018 and all relevant EU and UK data protection legislation.

Under the GDPR *processing* refers to any type of handling of personal data, including:

- obtaining, recording or keeping data
- organising or altering the data
- retrieving, consulting or using the data
- disclosing the data to a third party (including publication)
- erasing or destroying the data

The RaT Club will ensure that all personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency')
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes ('purpose limitation')
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')
- accurate and, where necessary, kept up to date and that reasonable steps will be taken to ensure that personal data that are inaccurate, are erased or rectified without delay ('accuracy')
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ('storage limitation')
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality')

The RaT Club will facilitate any request from a data subject who wishes to exercise their rights under data protection law as appropriate.

Procedures

The RaT Club will:

- not do anything with your data that you would not expect given the content of this policy and the privacy notice
- ensure that RaT members receive the appropriate privacy notice advising members how and why their data is being processed, and advising data subjects of their rights
- only collect and process the personal data that it needs for purposes it has identified
- ensure that, as far as possible, the personal data it holds is accurate,
- only hold onto your personal data for as long as it is needed, after which time the RaT Club will securely erase or delete the personal data. This Policy sets out the appropriate period of time.
- ensure that personal data can only be accessed by those who need to access it and that it is held and transferred securely

The RaT Club will ensure that Committee Members who handle personal data on its behalf are aware of their responsibilities under this policy.

Data Subject Rights

The RaT Club will facilitate any request made by an individual to exercise their rights under data protection law. The Club Secretary will deal with such requests in the first instance, but will require appropriate Committee members to consider requests without undue delay and within one month of receipt as far as possible.

Subject access: the right to request information about how personal data is being processed, including whether personal data is being processed and the right to be allowed access to that data and to be provided with a copy of that data along with the right to obtain the following information:

- the purpose of the processing
- the categories of personal data
- the recipients to whom data has been disclosed or which will be disclosed
- the retention period
- the right to lodge a complaint with the Information Commissioner's Office
- the source of the information if not collected direct from the subject.

Rectification: the right to allow a data subject to rectify inaccurate personal data concerning them.

Erasure: the right to have data erased and to have confirmation of erasure, **but** only where:

- the data is no longer necessary in relation to the purpose for which it was collected, or
- where consent is withdrawn, or
- where there is no legal basis for the processing, or
- there is a legal obligation to delete data

Restriction of processing: the right to ask for certain processing to be restricted in the following circumstances:

- if the accuracy of the personal data is being contested, or
- if our processing is unlawful but the data subject does not want it erased, or
- if the data is no longer needed for the purpose of the processing but it is required by the data subject for the establishment, exercise or defence of legal claims, or
- if the data subject has objected to the processing, pending verification of that objection

Data portability: the right to receive a copy of personal data which has been provided by the data subject and which is processed by automated means in a format which will allow the individual to transfer the data to another data controller.

Object to processing: the right to object to the processing of personal data relying on the legitimate interests processing condition unless the RaT Club can demonstrate compelling legitimate grounds for the processing which override the interests of the data subject or for the establishment, exercise or defence of legal claims.

Monitoring and review

This policy will be monitored and reviewed, as and when required.

October 2018

Retention of information

Ordinary personal data held in electronic format	Administration Purpose/Legal Ground	Guideline Retention Period
<p>Agreement RaT Club Constitution</p>	<p>Administration of membership contract</p> <p>Record of agreement to abide by RaT Club Constitution</p>	<p>During membership and held for 6 years after membership ends.</p> <p>Membership is updated annually.</p>
<p>Contact details*</p> <p>ICE contact details</p> <p>Motorbike details</p>	<p>Administration of membership contract</p> <p>For membership and events purposes</p> <p>Notification of RaT Club events</p> <p>Emergency contact for welfare purposes</p>	<p>During membership and held for 1 year from year end as per Constitution</p> <p>*Contact details may be retained for longer if requested by an individual [it is the individual's responsibility to ensure contact details are up to date]</p>

<p>Passport number</p> <p>Clothing sizes</p>	<p>Organisation of RaT Club events</p> <p>Provision of RaT Club clothing</p>	
<p>Financial information</p> <p>e.g bank transaction details</p>	<p>Administration of RaT Club finances and audit</p> <p>Keeping appropriate records for Inland Revenue purposes</p>	<p>During membership and held 7 years from year end as per Constitution</p>
<p>RaT Club Records:</p> <p>Names of RaT Club members, Committee members and Honorary members</p> <p>AGM minutes including names of attendees/ proposers</p> <p>Ride out attendance lists</p> <p>Image [where consent is given]</p>	<p>RaT Club governance and administration</p> <p>RaT Club archive purposes</p> <p>Legal purposes</p> <p>Maintenance of RaT Club website and social media</p>	<p>Retained indefinitely as a matter of RaT Club record</p>

<p>Conduct /disciplinary matter involving members</p> <p>e.g. correspondence received/issued in accordance with the Constitution</p>	<p>Administration of Club and welfare of members and others</p> <p>Performance of contract</p>	<p>Indefinitely</p>
Data held in hard copy format	Administration Purpose/Legal Ground	Guideline Retention Period
As above	As above	Held during relevant membership year as per Constitution

Appendix 2 - Membership Privacy Notice

As a membership club, the Northern Ireland RaT Motorcycle Club holds and processes personal data on behalf of its members. The RaT Club is committed to protecting the rights and privacy of its members in accordance with the General Data Protection Regulation.

This Privacy Notice advises you about the data we hold, how we use the data collected and how we keep it secure, both whilst you are a member of the Club and after you have left.

Please read this information carefully and in conjunction with the Rat Club's Data Protection Policy. You can view the Policy on our website www.ratclubni.com

This Privacy Notice may be updated at any time.

Who Is The Controller?

The RaT Club is the "controller" for the purposes of data protection law. The Committee is responsible for deciding how we hold and use personal data about you. The Membership Secretary and the Events Secretaries process your personal data on behalf of the RaT Club.

What Type Of Personal Data Do We Hold About You?

You provide information as part of your application for membership and attendance at RaT Club events. The RaT Club requires this information in order to perform the contract it has entered into with you. Specifically, the RaT Club uses the information provided by applicants/members for the legitimate purpose of the administration and governance of the RaT Club. The RaT Club will maintain a membership contact list. [This contact list may contain data about non-members who have requested to remain on the list. This Notice applies to these individuals.]

The information is held securely on computerised databases and/or in hard copy format.

How Do We Use The Information?

Your information is used to process your membership application and/or applications to participate in RaT Club organised events.

*In applying to participate in RaT Club organised events you are consenting to the RaT Club sharing your information, as appropriate, with third parties providing a service in connection with the event, such as hotels. Personal data is **not** shared for marketing or commercial purposes.*

The RaT Club also processes and maintains information to meet its legal responsibilities.

We are legally entitled to process your personal data because it is necessary to do so in order to process and maintain your membership, participation in RaT Club organised events, and because it is required in order to comply with our legal obligations.

These are lawful processing conditions under the legislation.

If the RaT Club wishes to share your personal data with any other third party, it will obtain your consent before doing so.

The RaT Club may use images to publicise the Club's activities on social media and its website.

Membership Responsibilities

It is the responsibility of individual members to ensure that the personal information held by the RaT Club is accurate and up to date.

It is the responsibility of individual members to ensure that they have the permission of the Emergency Contact to share this data with the RaT Club and that they have informed the Emergency Contact of its purpose.

How Long Will We Retain Your Information?

We will retain your information for no longer than is required to fulfil our obligations. Specific periods for retention of information can be found in the Policy.

In brief, we will retain most information required to administer the RaT Club and RaT Club organised events in electronic format during your membership and for a period of 1 year following the end of the RaT Club membership year [as outlined in the Constitution]. Some information will be retained for longer periods, for example for, financial records purposes, and certain information such as names, AGM minutes will be held indefinitely for historical records purposes.

Your Rights

You have the following rights with respect to your personal data:

- To obtain confirmation that your data is being processed, and access to the personal data which the RaT Club holds about you;
- To request that the RaT Club corrects any personal data found to be inaccurate or incomplete
- Where there is a dispute about the accuracy or processing of your personal data, to request a restriction is placed on further processing
- To request your personal data is erased where it is no longer necessary for the RaT Club to retain it
- To request that the RaT Club provides you with your personal data.

If you would like further information, please contact the Club Secretary, or other member of the RaT Club Committee. Email: RatClubNI@gmail.com